

GOVERNMENT OF MAURITIUS

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE  
PUBLIC SERVICE COMMISSION REGULATIONS**

- Ministry:** Health and Quality of Life
- Post:** Audiovisual and Documentation Officer (Ex-NATReSA)
- Salary:** Rs 20,050 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 (10 045 063) (Personal)
- Effective Date:** 01 November 2018
- Qualifications:** By appointment of the Audiovisual and Documentation Officer on the establishment of the former National Agency for the Treatment and Rehabilitation of Substance Abusers (NATReSA) who has been redeployed to the Ministry of Health and Quality of Life.
- Duties:**
1. To be responsible to the Chief Health Promotion and Research Co-ordinator for –
    - (i) providing general technical assistance for the production of audio-visual materials (motion/still) on film and video, which include, among others, editing, lighting, sound recording and electrical operations;
    - (ii) installing, adjusting and operating electronic equipment, to record, edit and transmit motion pictures, video programmes or multimedia presentations;
    - (iii) operating audio-visual equipment, public address system and other electrical appliances and ensuring their safekeeping, maintenance and repair;
    - (iv) editing videotapes by erasing and removing portions of programs and adding video or sound, as required;
    - (v) cataloguing, classifying and indexing books, reports, periodicals, newspapers, official press releases and other reference materials;
    - (vi) making clipping of news items of a critical and informative nature and to classify them in specific files;
    - (vii) displaying of health posters and banners;
    - (viii) assisting in the production of health education materials (phamplets and leaflets); and

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CERTIFIED CORRECT

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N. Auchoybur (Mrs)  
for Secretary for Public Service

01 November 2018

Date.....

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- (ix) arranging for the printing of invitation cards for official functions and reports pertaining to non-communicable diseases and health promotion activities.
2. To ensure the smooth running of the Documentation Section of the Non-Communicable Diseases and Health Promotion Unit.
  3. To maintain inventories of audio and video tapes and related supplies.
  4. To give support to health personnel in their health promotion and health education activities, including the preparation of health education materials.
  5. To use ICT in the performance of his duties.
  6. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Audiovisual and Documentation Officer (Ex-NATReSA) in the roles ascribed to him.

**Note**

The Audiovisual and Documentation Officer (Ex-NATReSA) may be required to work outside normal working hours including Saturdays, Sundays and Public Holidays.

CERTIFIED CORRECT

.....  
N. Auchoybur (Mrs)  
*for Secretary for Public Service*

01 November 2018

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